

City of Newport Beach, CA

City Manager's Newsletter

TO: Mayor Gardner & Council Members

FROM: Dave Kiff, City Manager

DATE: March 9, 2012

Please enjoy the attached newsletters...



COMMUNITY DEVELOPMENT DEPARTMENT

To: Dave Kiff, City Manager

From: Kimberly Brandt, Community Development Director

Subject: City Manager's Newsletter

Date: March 9, 2012

Planning Division

New Applications

We have received two applications for the recently approved 12,479 square foot retail center at 4221-4225 MacArthur Boulevard (at Dolphin Striker):

- A use permit for an alcohol beverage outlet (off-sale beer and wine) in conjunction with a convenience store. The convenience store will occupy 2,369 square feet in the new center. The applicant also requests that the facility be allowed to be open 24-hours.
- A modification permit application for a comprehensive sign program which includes two freestanding signs and tenant wall signs.

Planning Activity

The following is a sample of the Planning Division's recent counter activities:

PLANNING COUNTER ACTIVITY FOR FEBRUARY 20 TH TO 24 TH	
110	CUSTOMERS SERVED (AVERAGE OF 28 PER DAY)
27	PLANS REVIEWED AT THE COUNTER
19	PLAN CHECKS APPROVED OVER THE COUNTER (27 PLANS SUBMITTED FOR A TOTAL OF 70%)

Building Division

Images of the new 20-story high rise and parking structure projects presently under construction at 650 and 670 Newport Center Drive.







FINANCE DEPARTMENT

ACCOUNTING + FINANCE & TREASURY + OMB + REVENUE

March 9, 2012

TO: DAVE KIFF, CITY MANAGER

FROM: Tracy McCraner, Finance Director/Treasurer

SUBJECT: CITY MANAGER'S NEWSLETTER

CALPERS ASSUMPTION CHANGES – UPDATE

CalPERS Chief Actuary Alan Milligan, posted his recommendations to the Board for the March 13, 2012, meeting to review discount rates and other economic assumptions. Of the three rate changes originally discussed, Milligan is recommending two be considered by the Board at this time. They are: 1) lower the price inflation rate to 2.75% (from 3%) and 2) lower the real rate of return to 4.5% (from 4.75%). Both of these rate changes added together equal the discount rate assumption, which if approved by the Board would be 7.25%, down from the current 7.75%. [The third assumption change originally discussed but not recommended at this time was the wage inflation increase. The reason Milligan did not recommend this potential increase was that he believed the current economic environment was likely to keep the wage inflation rate suppressed in the near term. This assumption will be studied again in two years.]

The actuarial estimate for the maximum potential increase to the City's pension rate if both recommendations are approved is 4.5% for miscellaneous (\$1.665 million) and 6.5% for safety (\$2.145 million). The Board has historically chosen to **not** approve the "worst case" scenarios as recommended by the actuary so these numbers are likely to be overstated. But we are fiscally conservative in our 5-year financial forecast and choose to use the most conservative estimates for long-term budgeting. If approved this increase will be effective fiscal year 2013-14.

CSUF LEADERSHIP DEVELOPMENT PROGRAM

On February 16th the City had four amazing employees graduate from Cal State Fullerton's "Leadership Development for Public Agencies" program. including Finance's **ANTHONY NGUYEN!** Pictured to the (right) are Wendy Koudelka (Police), Anthony Nguyen (Finance), Dennis Bogle (CDD), and Ron Gamble (Fire). This program focuses on leadership skills, strategic thinking/decision making, designing and delivering effective presentations, results-



based thinking and leading change in public agency organizations. Congratulations to all graduates!

PAYROLL CORRECTION CHECKS

We've had several paycheck errors lately where the department did not upload complete timecard information for part-time employees. Payroll will advance employees the amount of payroll owed for the missing hours, but we need to be notified by noon in order for a check to be cut the same day. Employees should contact their department's Payroll Processor if they believe their paycheck is not accurate and then the department should notify Payroll. If Payroll doesn't hear from the department by noon, the payroll advance check will be ready the following day. If you have any questions, please contact Fiscal Specialist Cindy Harris at ext. 3022.

FRIENDLY REMINDERS WHEN USING YOUR CITY PURCHASING CARD

It's been six months since we implemented the updated City Purchasing Card Policy. Time flies! We'd like to thank you for all your hard work administering the program throughout the City. This is also a good opportunity to review some of the new expectations we put in place last August and see how we are doing.



- The City has a contract with Office Depot this should be your primary source for securing these types of supplies.
- Food and refreshments are not to be purchased for City staff members, except when they are on City approved travel. They may be purchased for consumption at City-sponsored events or when conducting official City business with outside vendors, contractors, or consultants. The members of the group, their affiliations, and the business purpose for the expense must be noted on the itemized receipt.
- The City Purchasing Card is intended for low-value goods and certain offsite services. Computer hardware, peripherals, software and services shouldn't be purchased with the City Card, except when approved in advance by IT staff.
- Splitting charges to bypass your single purchase limit is against City Policy. If you need to increase your limits, have your supervisor authorize this by having them fill out a Purchasing Card Request/Limit Change Form available on the Intranet or have them contact Anthony Nguyen in Purchasing to temporarily increase your single purchase limit.
- Be timely when reviewing your monthly credit card statement and report any unauthorized activity promptly.
- Payment for annual dues for professional memberships should be submitted by invoice.
- Certain goods are also available at the City's Central Warehouse take the opportunity to check out all the great stuff they stock at great prices!

If you ever have any questions or are uncertain about anything, please contact Katherine Warnke-Carpenter at x3122 in the Office of Management and Budget or Anthony Nguyen at x3080 in Purchasing.

SECOND WEDNESDAY TRAINING REMINDER

March 14, 2012 8:30 a.m. to 9:30 a.m. Council Chambers Encumbrances



Newport Beach Fire Department Office of the Fire Chief

DATE: March 9, 2012

TO: Dave Kiff, City Manager FROM: Scott Poster, Fire Chief

SUBJECT: CITY MANAGER'S NEWSLETTER

Special Visitor at Station 2



On Monday, March 5, the firefighters had a very special surprise guest stop by the Lido Fire Station, Crystal Morales. Crystal was the student from Newport Harbor who was hit in the crosswalk near the school. Crystal and several members of her family stopped by the fire station to meet some of the firefighters that responded to the call. It was a great surprise and honor for all of the firefighters to meet her and see her significant progress and recovery. She is a true miracle and we wish her continued success in the future!

(Pictured: Fire Captain Brad Smith, Crystal Morales, and Engineer Keith Hedenberg)

Firefighters Rescue Victim after Fall in Corona del Mar

On Friday, March 2, at 6:50 a.m., Newport Beach firefighters responded to a person and a dog, who had fallen from the rocks at Pirate's Cove in Corona Del Mar.

The individual had been walking his dog along the rocks when he lost his footing and fell approximately 35 feet to the sandy beach below. Witnesses called 9-1-1 and guided emergency responders to the individual.

When Newport Beach Police and Fire units arrived on scene together to perform the rescue, it was determined the best way to rescue the individual was via the Harbor Patrol boat. The patient was loaded by Newport Beach Fire Paramedics onto



the Orange County Sheriff's Department boat and taken to an awaiting Newport Beach Medic

van at the Harbor Department. Firefighter Paramedics then transported the patient to Western Medical Center in Santa Ana.

Firefighters, Police and Lifeguard units from Newport Beach responded to this call, as well as deputies from the Orange County Sheriff's Department.

Boat Runs Aground in Newport Beach



On Sunday, March 4, at 2:22 a.m., Newport Beach Lifeguards, Fire, and Police, as well as Orange County Sheriff's Harbor Patrol responded to a sport fishing boat aground and in the surf line at Prospect Street in Newport Beach. There were two individuals aboard the boat at the time of the incident.

Once on scene, emergency responders found a 38-foot Meridian Sports Fisher. Newport Beach Firefighters and Lifeguards boarded the vessel. The boat operator and a second individual were brought ashore. Newport Beach Police detained the boat operator. The crew member was transported to Hoag for treatment.

Lifeguards inspected the vessel for damage and seaworthiness. Once it was determined to be seaworthy, lifeguards secured a towline from the vessel to OC Sheriff Fire Boat 1 and the vessel was removed from the beach and taken undertow.

Newport Beach Police and Orange County Sheriff's Harbor Patrol are conducting a boat accident investigation of the incident.

Helicopter Training

Newport Beach Lifeguards conducted joint helicopter training with Huntington Beach Lifeguards and the Huntington Beach Police helicopter. Lifeguards trained on how to board and jump from the helicopter into the ocean. The technique is used to locate and rescue missing swimmers or reach swimmers off shore.

Jr. Lifeguard Tryouts

The Junior Lifeguard program will be continuing its swim tests for one final weekend March 11 & 12 at Corona del Mar High School. A total of 1150 kids have passed the swim water test to date.

Change Your Clock AND Your Smoke Alarm Battery

Daylight Saving Time Begins Sunday, March 11

The Newport Beach Fire Department urges you to adopt a lifesaving habit: replace smoke alarm batteries each spring when clocks are moved forward one hour for Daylight Saving Time (DST). This year, DST begins on Sunday, March 11.

Newport Beach Seeks Ocean Lifeguards

The Newport Beach Fire Department will hold a competitive tryout for the position of Seasonal Ocean Lifeguard on Sunday morning, March 18, 2012. Applications are due on Wednesday, March 14, by 5:00 p.m. Applicants will compete in both a 1000-meter swim and 1000-meter run-swim-run on Sunday. The top finishers will be invited to an interview scheduled for the following weekend.

The top candidates from the combination of these events will be invited to complete the City of Newport Beach hiring process, including a physical and background check. Starting pay for seasonal ocean lifeguards is \$16.76 per hour.

After successfully completing the hiring process, candidates will be invited to a 100-hour training academy to learn essential lifeguarding skills. Classes will be held on weekends this spring. The training classes focus on Ocean Rescue Prevention and Techniques, City Municipal Codes and Polices, CPR, and First Aid.

The City is looking for dedicated, aquatic-minded individuals with a strong desire to serve the public.

Tentative Tryout Schedule:

8:30 a.m. Check-in/Arrival Sunday, March 18 at Lifeguard Headquarters at the Newport

Pier

(**No New Applications will be allowed at this time.)

9:00 a.m. 1000 Meter Competitive Swim approximate start

10:00 a.m. 1000 Meter Competitive Run-Swim-Run approximate start

Contact: Newport Beach Lifeguards at (949) 644-3177 or www.newportlifeguard.org and click on Job Opportunities.

HUMAN RESOURCES DEPARTMENT

CITY MANAGER'S NEWSLETTER

DATE: March 9, 2012

TO: Dave Kiff, City Manager

FROM: Terri L. Cassidy, J.D., Director of Human Resources

SUBJECT: News from HR and Risk Management

2012 CITY SCHOLARSHIP PROGRAM

The City of Newport Beach Scholarship Program was established in 1981 to assist qualified students in obtaining a higher education. Funds for this program are provided through a private donation and there are three requirements candidates must meet in order to be eligible. First, the scholarship program is open only to children who reside in Newport Beach or children of regular, full-time Newport Beach City employees. Next, the applicant must be graduating from high school in 2012 and applying to an accredited two-year community college or four-year college/university OR transferring from a two-year community college to an accredited four-year college/university. Finally, the student must have maintained a cumulative G.P.A. of 3.0 or better. We will be opening the scholarship program on Monday, March 12, and closing it on April 30.

ABOUT TO RETIRE?

CalPERS will be conducting two retirement webinars, one **TODAY** and one on May 9. These sessions are designed to provide members information on retirement options, benefit payouts, required documentation and step-by-step assistance with filling out an application to retire. If interested please download the "Your Retirement Application Pre Webinar Checklist" from the CalPERS website. Advance registration is required and spaces fill up fast, so sign up today! To register, please visit:

https://www.calpers.ca.gov/index.jsp?bc=/member/ces/retire-app-options.xml.

For more information, please contact Human Resources at ext. 3256.



LIBRARY SERVICES DEPARTMENT Library – Cultural Arts



March 9, 2012

To: Dave Kiff, City Manager

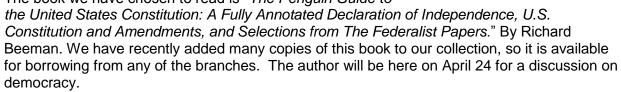
From: Cynthia Cowell, Library Services Director

Subject: City Manager's Newsletter



Searching for Democracy

To coincide with a two-year statewide initiative to animate a public conversation on democracy and civic values leading into the 2012 elections, the Newport Beach Public Library will be participating in *Searching for Democracy*, a program presented by Cal Humanities in partnership with California Center for the Book. Programming, running through the end of 2012, will include components for adults, teens, and children. The big idea? To stimulate a thoughtful reflection of, and lively discussion among, friends and neighbors, families and strangers about the past, present, and future of democracy. The book we have chosen to read is "*The Penguin Guide to*"





A group of nine Orange County Library Directors met Thursday at the Central Library to discuss options for maintaining inter-library deliveries and developing ways in which they can work cooperatively to maintain services in light of recent budget cutbacks in State Library funding.

Children's Reading Lists

Children's Services has been busy developing and updating our children's reading lists. Previously printed as trifold brochures, we have decided to save printing costs and paper by making the lists available online instead. Customers will be able to print a list when they want it. There are more than 50 lists which provide parents and students with excellent reading resources. Topics include: grade level books; genre fiction: adventure, fantasy, humor, sports; award winners; non-fiction: biographies, science, history, animals, DVDs and CDs; picture books, life-changing topics (bullying, divorce, visiting the doctor) and character building books. Look for them soon on the children's website www.newportkids.org.



RICHARD BEEMA

Cultural Arts Services

Elizabeth Wiltrout Longridge Exhibition at Oasis





On Thursday, March 1 Mayor Nancy Gardner, Mayor Pro Tem Keith Curry, Arts Commissioners, members of the Lenahan family and their friends attended a small reception at Oasis Senior Center. The reception was for the display of a collection of paintings by long-time Newport Beach resident and artist, Elizabeth Wiltrout Longridge.

In 2011 the City accepted Elizabeth's watercolor paintings, which had been donated by her family. As part of the bequest, the City Arts Commission was able to restore and reframe ten exceptional paintings from the collection. The watercolors are on exhibit at the Oasis Senior Center until April 13, and then will be on temporary exhibit at the Central Library.

Call For Entries

The City Arts Commission is preparing to host the Newport Beach Art



Exhibition and Sale on Saturday, April 14 at Oasis Senior Center. This program provides opportunities for regional artists to show their work, and to have it judged by a professional artist.

Artists will drop off their work between 10 and 11 on Saturday, and then return for the awards reception at 4:30pm. All sales will be coordinated by the NB Arts Foundation, with 30% donated to the foundation for ongoing community arts programs.

Artists can obtain the registration form (hoping to have all entries by April 6) on the City's website under Departments/Cultural Arts/Newport Beach Art Exhibition and Sale.

March 9, 2012

TO: Dave Kiff, City Manager

FROM: Mark Harmon, Municipal Operations Director

SUBJECT: City Manager's Newsletter

Fourth Avenue Tree Plantings

In the past two weeks, West Coast Arborists has replanted trees at the sites where Blue Gum Eucalyptus trees were removed on Fourth Avenue in Corona del Mar. In December, the affected homeowners were sent an informational letter and street tree designation form to note their preference for a street tree among three species: the African Tulip, Dwarf Southern Magnolia, and Gold Medallion tree.







The pictures above show the new look of Fourth Avenue, and the residents are very happy with the results. Thanks to the Parks and Street Tree Division for seeing this project through.

E-Waste Collection Event

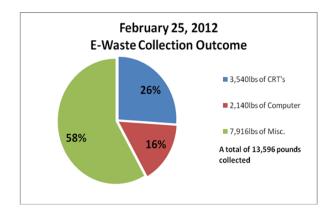
On February 25th, the Corporation Yard became the site for the E-Waste Collection Event co-sponsored by the City and Goodwill of Orange County. Goodwill staff started accepting electronic waste donations at 8:00 a.m. and ended at 1:00 p.m.

Over 13,000 pounds of computers, monitors, keyboards, televisions, cell phones, telephones, cameras, radios, VCRs, DVD players, scanners, printers, fax machines, and microwaves were collected that day.



MUNICIPAL OPERATIONS DEPARTMENT





Toshiba representatives were also on-site handing out FREE Toshiba Classic Golf Tournament tickets to those dropping off electronics. The next collection event will be later this year.

Marguerite Avenue Water Main Break Repair

On February 27th, the Water Maintenance & Repair crew responded to a water main break at 416 Marguerite Avenue. As a result of two holes found on the iron main line that was originally installed in 1979, the crew replaced three feet of the line with C-900 PVC pipe. The water main was shut off for four hours between 10:30 a.m. and 2:30 p.m. However, full water service to area homes and businesses was uninterrupted.





After

Learning How to Do More With Less

MMASC (Municipal Management Association of Southern California) hosted a professional development workshop on March 8th to help local government staff learn how to do more with less. The interactive session was attended by several City of Newport Beach staff members, including Administrative Manager Maurice Turner. Dr. Kim Malloy of The Centre for Organization Effectiveness introduced attendees to process improvement concepts like the Continuous Improvement Cycle and Quality Measurement Tools in order to help organizations do more with less.

The <u>Centre for Organization Effectiveness</u> offers other training programs and webinars to local governments, like the Professional Assistants Academy being hosted by the city in April and May.



NEWPORT BEACH POLICE DEPARTMENT

March 9, 2012

TO: Dave Kiff, City Manager

FROM: Jay R. Johnson, Chief of Police

SUBJECT: Newsletter

New Support Services Administrator Sworn In

On Monday, February 27, Jonathan Stafford was sworn in as the Police Department's first civilian Support Services Administrator, replacing Captain Gazsi who is now the Chief of the Costa Mesa A summa cum laude graduate with a Police Department. Bachelor of Science Degree in Public Administration and graduate of West Point Leadership Academy, Jonathan comes to Newport Beach Police Department with 20 years of experience in support roles at government agencies, the last 15 with the Long Beach Police Department. Jonathan was responsible for all support operations involvina records management, information technology, and fleet management, with a myriad of ancillary



duties. Jonathan competed with 96 applicants in a rigorous testing process and rose to the top. Please extend a warm welcome to Jonathan!

"MADD" Awards

On Thursday, March 8, the Orange County Chapter of Mothers Against Drunk Driving (MADD) held their 25th Annual Law Enforcement and Prosecutor Recognition Luncheon at the Richard Nixon Library in Yorba Linda. This event is held each year to honor the officers and prosecutors who have helped to reduce and prosecute the number of drunk drivers who are arrested on California's roadways. This year, Officer Bill Hume was recognized with the "Century Award." The Century Award is presented to officers who arrest in excess of 100 drunk drivers during a one-year period. Officer Hume received this award for arresting 306 DUI drivers in 2011.



During the past year, the Police Department has been operating a DUI special enforcement program to help combat drunk driving. This program is financed through a grant from the Office of Traffic Safety through the National Highway and Transportation Safety Administration. The focus of this program is to reduce the number of collisions,

City Manager's Newsletter March 9, 2012 Page 2 of 2

injuries, and fatalities, which may occur when a driver chooses to drive drunk and can impact the overall safety of our residents and visitors. The public has witnessed the successful effects of the grant through enforcement and education efforts, such as sobriety checkpoints and DUI saturation patrols. In 2011, DUI arrests totaled 652, up from 605 in 2010. This 8% increase in the number of DUI arrests is due in part to the officers who are committed to reducing the impact of DUI drivers through these innovative programs.

Lunch & Learn - Internet Safety Class



On Monday, March 5, Crime Prevention Specialist Andi Querry and Scott Burnett from Integrity Computer Concepts hosted an Internet Safety Class for parents in the Newport Coast Community Center. This class is designed to give parents the tools to help their children safely navigate the Internet and

prevent them from becoming unsuspecting victims of cyber crime. The class was held from 11:30 a.m. to 1 p.m. and lunch was provided to the 65 residents in attendance.

This was a great opportunity for parents to obtain current information that will help them with their own Internet skills and abilities. At the conclusion of their presentation, Andi and Scott made themselves available to the parents to answer specific questions as well as discuss additional parental resources.

Time Warner Cable attended the presentation and afterwards spoke to both Scott and Andi about the value of educating parents on cyber safety. The presentation and interview will be broadcast on one of their local on-demand channels in the upcoming months.

Due to the overwhelming response to this class, another class is scheduled this Fall.

To: Dave Kiff, City Manager

From: Laura Detweiler, Recreation & Senior Services Director

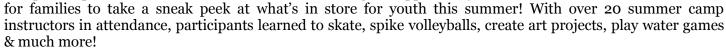
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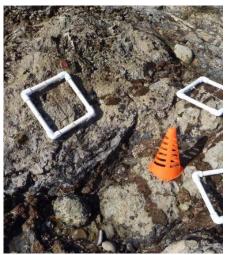
TIDEPOOLS

Currently the City's Marine Protection and Public Works Department are working with local researchers on understanding invasive species and habitat restoration in the tidepools. The study will go on for 18 months, so if you see some strange looking grids (pictured to the right) they are there for study purposes. For more detail on the research project contact Michelle Clemente at 644-3036.

2012 CAMP NEWPORT EXPO @ THE SPIRIT RUN

The City partnered with the Spirit Run to host the 5th Annual Camp Newport Expo on March 4 at Fashion Island. It was a great opportunity







MARATHON CHALLENGE IN APRIL

The OASIS Marathon Challenge encourages fitness center members to accumulate 26.2 miles (the distance of a marathon) on any piece of cardio equipment in the fitness center beginning April 2 thru 30. Participants who complete the Challenge will receive an OASIS Fitness Center towel and entered to win heart rate monitors, ear buds, fitness apparel, and more!

To kickoff the challenge, marathon enthusiast and OASIS fitness center member, Joe Taricani, is bringing his popular, web-based production *The Marathon Show* to the fitness center. While participating in marathons throughout the country, Joe interviews participants, talks about the humorous things that happen at marathons and features the benefits of being active, all while broadcasting live video and audio to his worldwide audience of over 30,000 listeners.

At 7am on April 3, Joe will broadcast his show while running/walking 26.2 miles on one of the center's treadmills. Yolanda Holder, female world record holder for most marathons in a year (101 in 2010), will make a special guest appearance during the broadcast to talk about her accomplishments. Joe and his sponsors will also be giving away products to online viewers and OASIS members throughout the day. To learn more about Joe and *The Marathon Show* you can visit the show website at www.themarathonshow.com.

HEALTH EMERGENCIES @ THE SENIOR CENTER

One of the many challenges in running a Senior Center is to insure that staff is capable of handling medical emergencies in a calm and efficient manner. Given the population that we serve, there are bound to be many events that require knowledge of CPR and first aid. The paramedics frequent our facility at least once a month, and many times visit 2 to 3 times a month. The challenge with a large facility is making sure that staff is informed that an emergency is happening, being able to provide assistance quickly, and keeping the crowds away. This past week we had a participant pass out at an event that had 225 people seated at tables while a performer was singing. It was a good test of our staff. Three staff members and a doctor were able to lay him down, apply the AED unit and assess his heart rhythm. When the paramedics arrived the participant had come to, but it was an opportunity for the OASIS staff to learn even more from Fire's paramedics.

YOUTH GOVERNMENT DAY A SUCCESS!

This year's Youth Government Day was small but mighty! Held on Thursday, March 8, our youth representatives from Newport Harbor High School, Corona del Mar High School and the Orange County High School of the Art were able to delve into the inner workings of municipal government by job shadowing the city departments and holding a mock city council meeting.

After a welcome from Council Member Rosansky, City Manager Kiff provided an overview of the different departments to the students, followed by a review of the two Mock City Council agenda items: solutions to the beach fire rings and an amendment to a City ordinance banning smoking in parks. Both items originated in the Recreation & Senior Services Department. Recreation Manager Lohr and Superintendent Levin coached the students through their presentations.

At 10:45am, the Mock City Council meeting got underway and was the highlight of the day. A Mayor and Mayor Pro Tem were selected and they were debating the pros and cons of the fire rings and the smoking boundaries.

The Department would like to thank all involved city staff who participated in Youth Government Day 2012!



Quote of the Day

When anger rises, think of the consequences

...Confucius

